



COUNTY OF YORK JOB DESCRIPTION
Deputy County Administrator – Finance &
Administration
County Administration

Human Resources Division
120 Alexander Hamilton Blvd.
Yorktown, Va. 23690
Phone: 757-890-3687
Fax: 757-890-3699

GENERAL STATEMENT OF JOB

Performs complex professional administrative and managerial work with primary responsibility for operations of the areas of Finance, Community Services, Human Resources, Emergency Communications, Computer Support Services and Real Estate Assessments, and for establishing and maintaining a County wide performance measurement/management, evaluation, and reporting system.

Work is performed independently under the general supervision of the County Administrator. Incumbent exercises independent judgment within established policies, procedures and professional guidelines. Supervision is exercised over all subordinate personnel within a specific area of assignment. The County Administrator may assign managerial oversight of department directors, policy teams, ad hoc projects, or standing project teams.

DISTINGUISHING FEATURES OF THE POSITION

This is a newly created position that will be responsible for establishing several new programs and models. These include developing formal financial policies, long range operating financial plans/forecasts, long range revenue forecasting models, developing and implementing an entity wide performance measurement and management system, and developing reporting systems to present financial results, performance outcomes and efficiencies to the Board of Supervisors, County Citizens, and bond rating agencies. The incumbent must have a demonstrated ability to work with diverse teams to develop and implement new and complex entity wide programs while dealing with potential conflicts in a collaborative and productive manner.

The selected candidate is required to reside in York County, following appointment to the position.

ESSENTIAL JOB FUNCTIONS

Provides guidance and direct oversight of programs and operations to the respective department and division managers necessary for daily operation of Finance, Community Services, Human Resources, Emergency Communications, Computer Support Services, Real Estate Assessments and others as may be assigned.

Works with subordinate managers to develop and maintain an integrated system of financial policies and internal controls to support sound and conservative fiscal operations, and to protect county assets.

Works with the County Administrator and subordinate staff to coordinate development of the proposed annual budget, and formulation of guidelines and controls for implementing budget conformance for all departments and the County government as a whole.

Works with County staff to prepare and present multi-year operational and capital improvement plans/forecasts, including the examination and justification for projects, their cost/benefit, and their consistency with the strategic plans and compliance with the County's financial policies.

Develops and maintains materials and reports necessary to support and enhance the County's bond rating, and participates in presentation of these materials to the various rating agencies.

Develops, recommends, and refines goals, objectives, policies, and procedures for County-wide application in consultation with the County Administrator, elected and appointed officials, and other senior management staff; works with department and agency heads to negotiate performance and service level targets for all programs of the County government, and oversees the monitoring and reporting of progress toward achieving designated targets and objectives.

Enhances transparency to citizens by developing and maintaining a comprehensive set of performance measurement and financial performance reports to be presented to County Board of Supervisors and posted to the County's website.

Responsible for supervising, counseling, training, and/or disciplining assigned staff as necessary.

Prepares performance evaluations of subordinates as may be required by policy.

ADDITIONAL JOB FUNCTIONS

Performs other related work, as required.

ENTRY KNOWLEDGE, SKILLS, AND ABILITIES

Comprehensive knowledge of the principles of municipal administration, and of pertinent laws and ordinances.

Comprehensive knowledge of modern management principles and practices.

Thorough knowledge of municipal finance, human resources, public works, public safety, and community development principles and practices.

Skill in planning, directing, and administering municipal programs, including performance measurement and management.

Excellent verbal and written communication skills.

Ability to apply modern management techniques in supervising and evaluating the work of employees, including managerial staff.

Ability to prepare and analyze comprehensive reports.

Ability to conduct financial studies and make sound budgetary recommendations.

Ability to carry out assigned projects to their successful completion.

Ability to administer a municipal government effectively.

Ability to adjust to changes in policies and procedures.

Ability to elicit cooperation of departmental personnel and the public in reaching goals for the County's development and progress.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to a Master's degree in public administration, or a closely related field, and 7-10 years of management experience in the public sector. Local government management and administrative experience is preferred.

SPECIAL REQUIREMENTS

Requires licensure as a Certified Public Accountant. Requires a valid driver's license issued by the Commonwealth of Virginia.

PHYSICAL & MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including a typewriter, computer, copier, calculator, etc. Must be able to exert a negligible amount of force to move objects.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to others.

Language Ability: Requires the ability to read and prepare various correspondence, memoranda, reports, proposals, requests, forms, manuals, etc., and various related records and documents.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems; to deal with nonverbal symbolism in its most difficult phases; to deal with a variety of abstract and concrete variables; to comprehend the most abstruse classes of concepts.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; and to determine percentages and decimals; to understand statistical and fiscal reports.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment; to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under moderate levels of stress.

Physical Communication: Requires the ability to talk and/or hear.

Prepared by: _____

Date: _____

Approval _____